

Public Safety Branch
Fire Group
Fire Medical Series

FIRE MEDICAL SERVICES ASSISTANT CHIEF

05/00 (LBT)

Summary

Under general direction, manage the Fire Medical Divisions engaged in medical treatment and transportation, training and communication to provide quality advanced life support services.

Typical Duties

Plan, develop and evaluate new programs and strategies to improve emergency operations and services. Involves: establishing and integrating operations, communications and training division plans and strategies into an overall plan to achieve maximum division output and contribution to the department strategy; reviewing and evaluating division performance on a continuing basis and establishing proper measures of performance; conducting long and short term strategic planning and implementing pertinent program changes; assisting with development of new medical protocols and procedures, medical activities and patient care training programs in conjunction with Medical Director and Fire Chief formulating and recommending code amendments to the Fire Chief.

Implement, direct, and coordinate multiple division operations. Involves: supervising communications and field operations during major incidents such as mass casualty, hazardous material, Combined Search And Rescue and other specialized calls; requesting Military Assistance to Safety and Transportation (MAST) helicopter; preparing for weather related incidents associated with inclement weather alerts; deciding when to call in off-duty personnel; coordinating emergency response with other City departments, State and Federal agencies; conducting supervisory inspections of line operations; counseling managers as to execution of programs and when necessary, providing direction or modification in work plans or implementing contingency plans in accordance with prevailing conditions; overseeing department's infection control, safety, risk management and quality assurance programs; teaching and testing medical skills; interpreting departmental policies, standards, and procedures.

Supervise assigned division managers. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisors, coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, and employee development activities; enforcing regulatory and departmental standards of conduct, courtesy, appearance and patient care, safety and medical protocols and procedures, personnel rules and regulations; maintaining harmony among employees, and resolving second step grievances; interviewing and recommending the hiring of applicants; commending, correcting pay of, transferring, disciplining and terminating employees; recommending change in staffing levels and job designs.

Perform related duties as required. Involves: performing any duties of subordinates or coworkers, if required; maintaining awareness of current statutory requirements and professional standards; preparing program reports for superior; assisting in development and control of budget and specification preparation for new equipment; maintaining records, preparing and presenting written and oral reports for governing boards, public hearing and political entities; participating in local, state and national committees; ensuring assigned vehicle and equipment are maintained in good working order.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Management, Business or Public Administration or Health related field and eight (8) years pre-hospital emergency medical experience including six (6) years of supervision and administrative experience in pre-hospital emergency medical care at the level of Shift Supervisor or above; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of: principles, practices, methods and equipment of modern emergency medical services; laws, ordinances, rules and regulations pertinent to Emergency Medical Service (E.M.S.) activities; management theories and administrative practices as applied to analysis and evaluation of programs, policies and operational needs. Considerable knowledge of: principles and practices of municipal budget preparation and administration; public health programs.

Ability to: plan, develop, organize, implement, coordinate and control functions of a large emergency medical service division; impartially and firmly exercise authority through subordinate supervisors to enforce personnel and safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams to produce quality and timely operating results; assist in formulating and implementing department policies, budgetary goals and field operational objectives; apply administrative and managerial principles and techniques; read and comprehend common financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variable such as when responding to inquiries or complaints, or resolving internal conflicts; express oneself clearly and concisely both orally and in writing to analyze and persuasively explain complex technical and regulatory standards and practices in reports, correspondence, speeches and discussions; establish and maintain effective working relationships with fellow employees, City officials, other agencies, civic organizations and the general public using diplomacy in complicated situations involving common operating and management issues; exercising good judgment and making sound decisions.

Skill in the operation and care of: a motor vehicle through city traffic under normal and emergency conditions; computers and related software, medical and communications equipment.

Physical Effort & Work Environment: Mobility within an office and field environment

Special Requirements: Work beyond standard workday or workweek hours as necessary including emergency recall or consultation for all shifts.

Licenses and Certifications: Texas Class "C" Drivers License or equivalent from another state. Completion of an emergency medical care training program that meets the requirements of an Emergency Medical Technician - Paramedic, as established by the Emergency Medical Services Division, Texas Department of Health. Must obtain Texas and Local Certification as an EMT-Paramedic within six months of date of appointment and maintain certification for duration of employment. Must meet all requirements of Article 447o and 4459b, Vernon's Annotated Texas Statutes and administrative regulations promulgated thereunder.

Director of Personnel

Department Head